

PQ ONLINE: Online Access to your Property

Dear Owner(s),

We are pleased to introduce **PQ ONLINE** for your property. **PQ ONLINE** provides online access to the latest strata notices about building maintenance, contact info, service requests, bylaws and more!

To access **PQ ONLINE** for your property please visit:

www.pacificquorum.com



PQ ONLINE provides access to:

Payment method options	Important notices about building maintenance
Update your contact details and emergency contact	Submit non-emergency service requests
Contact information for your Property Manager	

Follow us on:

facebook

LinkedIn

If you have any questions about navigating **PQ ONLINE**, please contact Tech Support at:

techsupport@pacificquorum.com

WWW.PACIFICQUORUM.COM

□ VANCOUVER (HEAD OFFICE)
1777 West 75th Avenue
Vancouver, BC V6P 6P2
Phone: 604-685-3828 Fax: 604-685-3845
vancouver@pacificquorum.com

□ SURREY
201-13734 104th Avenue
Surrey, BC V3T 1W5
Phone: 604-635-0260 Fax: 604-635-0263
surrey@pacificquorum.com

□ WHISTLER
103-1055 Millar Creek Road
Whistler, BC V8E 0K7
Phone: 604-905-0138 Fax: 604-905-0134
whistler@pacificquorum.com

□ SQUAMISH
PO BOX 1519
101A-38142 Cleveland Avenue
Squamish, BC V8B 0B1
Phone: 778-770-0380 Fax: 778-655-1927
squamish@pacificquorum.com

KELOWNA (REGIONAL OFFICE)
kelowna@pacificquorum.com

PENTICTON
penticton@pacificquorum.com

SALMON ARM
salmonarm@pacificquorum.com

SICAMOUS
sicamous@pacificquorum.com



WILLOWS STRATA PLAN NW 1389

STRATA COUNCIL MINUTES
TUESDAY, APRIL 14, 2020, 6:30PM

COUNCIL PRESENT:

John Pustai
Janet Bremner
Damaris Campbell

COUNCIL REGRETS:

Che Robbertze
Mark Attar
Cordula Quint

MANAGEMENT PRESENT:

Martin Carey, Property Manager
Pacific Quorum Properties Inc.
mcarey@pacificquorum.com / Direct line: 604-634-3040

1. **CALL TO ORDER**

The meeting was called to order at 6:45 p.m.

2. **ADOPTION OF PREVIOUS MINUTES – January 28, 2020**

It was

MOVED/SECONDED

To adopt the minutes of the January 28, 2020 Council meeting as presented.

CARRIED

3. **FINANCE**

a. **Financial Statements – To February, 2020**

Council reviewed the statements to February, 2020.

It was

MOVED/SECONDED

To approve the financial statements to February, 2020 as presented

CARRIED

b. **Current Accounts Receivable Report**

Council reviewed the arrears and requested Management continues to follow-up with those in arrears. Council requested Management follow-up with a unit Owner in relation to a chargeback.

4. **PREVIOUS BUSINESS**

a. **Parkade Gates**

Council confirmed that the parkade gate backup systems were recently installed in both buildings.

b. **AGM Defeated Resolutions**

Council reviewed a number of resolutions that were not approved at the recent Annual General

WWW.PACIFICQUORUM.COM

□ **VANCOUVER (HEAD OFFICE)**
1777 West 75th Avenue
Vancouver, BC V6P 6P2
Phone: 604-685-3828 Fax: 604-685-3845
vancouver@pacificquorum.com

□ **SURREY**
201-13734 104th Avenue
Surrey, BC V3T 1W5
Phone: 604-635-0260 Fax: 604-635-0263
surrey@pacificquorum.com

□ **WHISTLER**
103-1055 Millar Creek Road
Whistler, BC V8E 0K7
Phone: 604-905-0138 Fax: 604-905-0134
whistler@pacificquorum.com

□ **SQUAMISH**
PO BOX 1519
101A-38142 Cleveland Avenue
Squamish, BC V8B 0B1
Phone: 778-770-0380 Fax: 778-655-1927
squamish@pacificquorum.com

KELOWNA (REGIONAL OFFICE)
kelowna@pacificquorum.com

PENTICTON
penticton@pacificquorum.com

SALMON ARM
salmonarm@pacificquorum.com

SICAMOUS
sicamous@pacificquorum.com

Meeting including security cameras, fob readers and hallway painting. Council agreed to table these items for now and review in the future.

c. **Storage Lockers and Bike Racks**

Council discussed the issue of installation of storage lockers onsite as a number of Owners raised this issue at the recent Annual General Meeting. Council agreed to follow-up and obtain proposals for the installation of both lockers and bike racks.

5. **NEW BUSINESS**

a. **Repiping Project**

Management confirmed that the refund for the special levy for the repiping project had been issued and unit Owners would receive cheques in the coming days.

b. **Damaged Trees/Hedges**

Council discussed the trees and hedges that run along the back of the properties where the redevelopment of the church is ongoing. It was agreed to continue to monitor and follow-up with the developer once the project is complete and coordinate replacement.

c. **Rules**

Council discussed drafting rules for the strata corporation. Management will forward rules from a number of other strata corporations for Council to review.

d. **Tree Removal**

Council discussed at length a number of trees that are at the rear of the 1121 Building. There were three trees that were previously identified as having potentially damaging roots. It was agreed to remove two of these trees this year and also one other small tree between the two properties that was identified last year as also having damaging roots.

e. **Elevator –Electronic Soft Start**

Council reviewed a proposal from West Coast Elevator to install an electronic soft start device at the 1121 Howie building. It was confirmed that the existing starter contactors are considerably worn and are occasionally causing issues. Council agreed to proceed with this work.

f. **BC Hydro Box Excavation**

Council reviewed a proposal for the excavation around the BC Hydro Box at the rear of the 1121 Building as there was a leak into the parkade in this area. Council requested Management follow-up and obtain a further quote for this work.

g. **COVID-19 Planning**

Council reviewed documentation and discussed planning for the COVID-19 Pandemic in the coming months. It was confirmed that the cleaners have stepped up their sanitation of all the high traffic areas around the building including door handles, railings and elevator buttons.

Council discussed additional steps to take including the installation of hand sanitizers in the main lobby and by the elevators at the parkade level in both buildings.

It was also agreed to post notices onsite in relation to the use of the laundry rooms and the elevators. It was agreed to request owners to observe a one-in-one-out policy (person or family unit) when using the elevators and the laundry rooms at this time. Council also discussed the financial situation around the COVID-19 pandemic and agreed to prioritize spending over the coming months and only perform necessary repairs and maintenance.

h. **Unit Leak**

Management confirmed that the leak in a ground floor unit had now been repaired and that the Owner will follow up to coordinate the final in-suite drywall repairs.

i. **Annual Maintenance**

Council reviewed a number of annual maintenance quotes for the buildings. Council discussed the proposals and the Men in Kilts' quote was identified as the preferred one. It was decided to table the work for now and review at future meetings with regards to scheduling the work.

j. Rental Parking Stall Audit

Council reviewed a log of rental parking at both buildings and it was confirmed that a number of Owners have provided payment for outstanding parking fees. Council agreed to start posting notices on any cars that are not registered to use the rental stalls and to tow vehicles if requests to remove cars are not adhered to. Council also reviewed a request to swap a rental stall for a visitor stall and after discussion it was agreed not to grant this request.

k. Council Positions

Council discussed the Council Positions for the coming year and the following was agreed on:

Council President/Treasurer - John Pustai

Council Vice President - Janet Bremner

l. Owners Emails

Council reviewed two unit Owners email in relation to noise. Council requested Management to follow-up and send bylaw warning letters to the relevant units.

m. Parkade Electrical Outlets

Council confirmed that electrical outlets would be installed in the parkades to give unit Owners a power source to vacuums their cars.

6. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 9:09 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:**THURSDAY, MAY 28, 2020****ONLINE ACCESS TO YOUR STRATA CORPORATION - PQ ONLINE:**

- Go to: www.pacificquorum.com
- Click “SIGN UP NOW” under “Connect to Your Property – PQ ONLINE”
- Enter your name, email, property name, and address
- You will be emailed your unique log-in and password to access **PQ ONLINE**
- Once you have logged into **PQ ONLINE** for the first time, go to “MY INFO”

If you have any trouble accessing **PQ ONLINE**, please contact techsupport@pacificquorum.com

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Martin Carey, Property Manager

201 – 13734 104th Avenue

Surrey, BC V3T 1W5

Tel: 604-635-0260 / Fax: 604-635-0263

Email: mcarey@pacificquorum.com

Website: www.pacificquorum.com

24-Hour Maintenance Emergency 604-635-0260

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que lo traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

सुखी महत्वपूर्ण बिचार अवतरे बिने बिना हिम डा सुखी महत्वपूर्ण

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from *Pacific Quorum Properties Inc.*